



March 21, 2020

COVID-19 TRANSPORT STANDARD OPERATING PROCEDURES

I. APPLICABLE TO:

This Standard Operating Procedure is applicable to facility management and all Correctional Officers assigned to a correctional facility as a Transportation Officer.

II. PROCEDURES:

A. Prior to transporting an infectious or potentially infectious inmate, a Transport Officer shall:

1. Telephone and notify the receiving correctional or healthcare facility of the pending delivery of an infectious or potentially infectious patient.
2. Perform proper hand hygiene. If in close contact with the inmate, put on personal protective equipment (PPE) including gloves, gown, eye protection, and a facemask (or N-95 if Fit-Tested). See attached procedures for donning and doffing PPE.
3. Ensure that the inmate has performed proper hand hygiene and put on a facemask prior entering the vehicle.
4. Ensure the inmate is properly secured in the vehicle.
5. Remove gloves and gown per doffing guideline and dispose of them appropriately. **Do Not** remove facemask/N95 or eye protection.
6. Perform proper hand-hygiene again before entering vehicle.

B. During transport of an infectious or potentially infectious inmate, a Transportation Officer shall:

1. Ensure that the vehicle ventilation system allows as much outdoor air to enter the vehicle as possible. Set fan to high.
2. **Do Not** place ventilation system on recirculation mode.
3. If weather permits, drive with the windows down.
4. Upon arrival at the correctional or healthcare facility, and if in close contact with the inmate, put on gloves and gown.

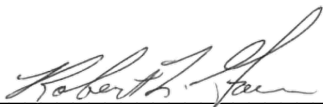
5. Ensure the inmate is safely removed from the vehicle and properly received by correctional or medical staff.
6. Before re-entering the vehicle, remove gloves and gown per the attached PPE doffing guidelines and dispose of them appropriately. **Do Not** remove facemask/ N95 or eye protection.
7. Perform proper hand-hygiene again before entering vehicle.

C. After each transport of infectious or potentially infectious inmates, a Transportation Officer shall clean the vehicle:

1. While wearing a disposable gown and gloves; and if splashes or spray is anticipated, a face-shield, or facemask and goggles.
2. By wiping down every vehicle surface with a **hospital grade disinfectant** per the instructions in the attached transportation vehicle sanitation guidelines.
3. By Airing out the vehicle for one hour before using it without a facemask or respirator.
4. Properly remove and dispose of PPE following appropriate doffing procedures and perform proper hand hygiene.

Attachments:

- A. PPE Sequence Guideline
- B. Transport Vehicle Sanitation Guidelines (2 pages)

Authorized by: 
Robert Green, Secretary

Distribution:

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S - Senior Executive Team

Transportation Units

Special Operations Group

Home Detention Enforcement Unit

Fleet and Property Management

Environmental Compliance, Safety and Emergency Operations Officers

Occupational and Employee Health

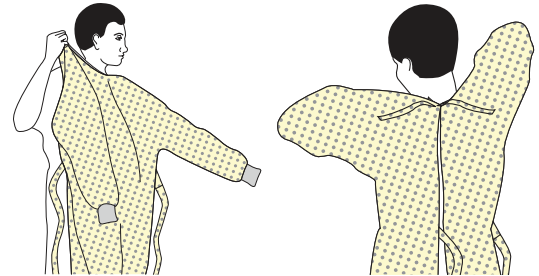
Office of Clinical Services

SEQUENCE FOR PUTTING ON PERSONAL PROTECTIVE EQUIPMENT (PPE)

The type of PPE used will vary based on the level of precautions required, such as standard and contact, droplet or airborne infection isolation precautions. The procedure for putting on and removing PPE should be tailored to the specific type of PPE.

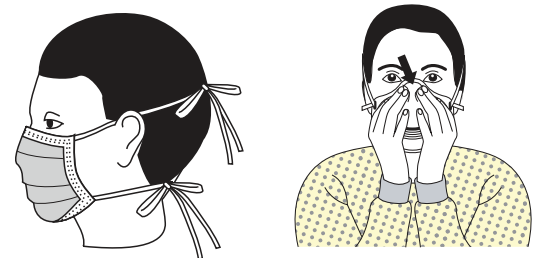
1. GOWN

- Fully cover torso from neck to knees, arms to end of wrists, and wrap around the back
- Fasten in back of neck and waist



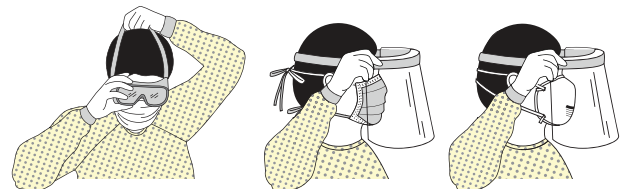
2. MASK OR RESPIRATOR

- Secure ties or elastic bands at middle of head and neck
- Fit flexible band to nose bridge
- Fit snug to face and below chin
- Fit-check respirator



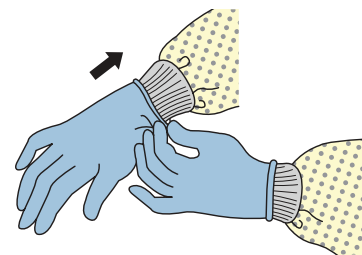
3. GOGGLES OR FACE SHIELD

- Place over face and eyes and adjust to fit



4. GLOVES

- Extend to cover wrist of isolation gown



USE SAFE WORK PRACTICES TO PROTECT YOURSELF AND LIMIT THE SPREAD OF CONTAMINATION

- Keep hands away from face
- Limit surfaces touched
- Change gloves when torn or heavily contaminated
- Perform hand hygiene



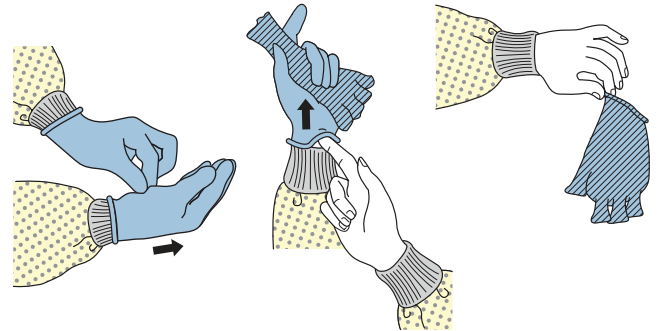
HOW TO SAFELY REMOVE PERSONAL PROTECTIVE EQUIPMENT (PPE)

EXAMPLE 1

There are a variety of ways to safely remove PPE without contaminating your clothing, skin, or mucous membranes with potentially infectious materials. Here is one example. **Remove all PPE before exiting the patient room** except a respirator, if worn. Remove the respirator **after** leaving the patient room and closing the door. Remove PPE in the following sequence:

1. GLOVES

- Outside of gloves are contaminated!
- If your hands get contaminated during glove removal, immediately wash your hands or use an alcohol-based hand sanitizer
- Using a gloved hand, grasp the palm area of the other gloved hand and peel off first glove
- Hold removed glove in gloved hand
- Slide fingers of ungloved hand under remaining glove at wrist and peel off second glove over first glove
- Discard gloves in a waste container



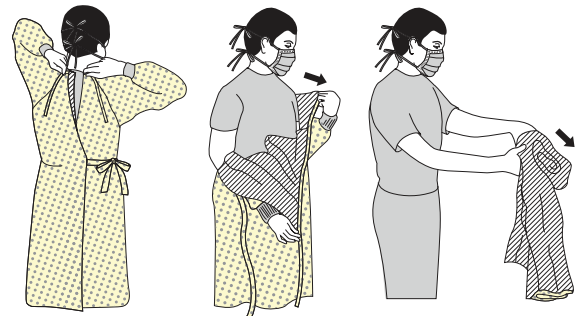
2. GOGGLES OR FACE SHIELD

- Outside of goggles or face shield are contaminated!
- If your hands get contaminated during goggle or face shield removal, immediately wash your hands or use an alcohol-based hand sanitizer
- Remove goggles or face shield from the back by lifting head band or ear pieces
- If the item is reusable, place in designated receptacle for reprocessing. Otherwise, discard in a waste container



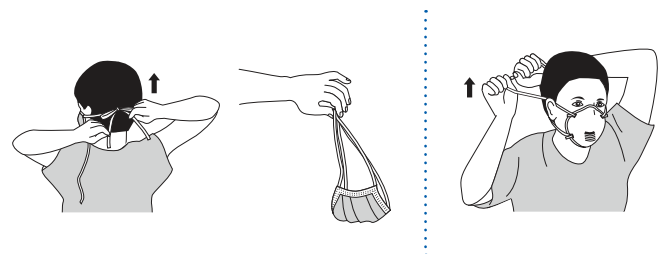
3. GOWN

- Gown front and sleeves are contaminated!
- If your hands get contaminated during gown removal, immediately wash your hands or use an alcohol-based hand sanitizer
- Unfasten gown ties, taking care that sleeves don't contact your body when reaching for ties
- Pull gown away from neck and shoulders, touching inside of gown only
- Turn gown inside out
- Fold or roll into a bundle and discard in a waste container

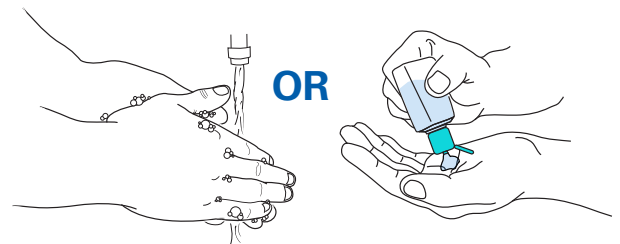


4. MASK OR RESPIRATOR

- Front of mask/respirator is contaminated — **DO NOT TOUCH!**
- If your hands get contaminated during mask/respirator removal, immediately wash your hands or use an alcohol-based hand sanitizer
- Grasp bottom ties or elastics of the mask/respirator, then the ones at the top, and remove without touching the front
- Discard in a waste container



5. WASH HANDS OR USE AN ALCOHOL-BASED HAND SANITIZER IMMEDIATELY AFTER REMOVING ALL PPE



PERFORM HAND HYGIENE BETWEEN STEPS IF HANDS BECOME CONTAMINATED AND IMMEDIATELY AFTER REMOVING ALL PPE

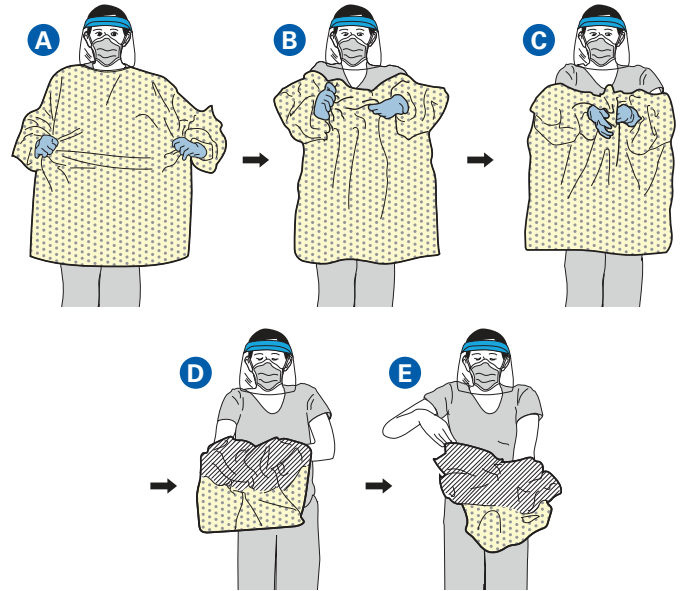


HOW TO SAFELY REMOVE PERSONAL PROTECTIVE EQUIPMENT (PPE) EXAMPLE 2

Here is another way to safely remove PPE without contaminating your clothing, skin, or mucous membranes with potentially infectious materials. **Remove all PPE before exiting the patient room** except a respirator, if worn. Remove the respirator **after** leaving the patient room and closing the door. Remove PPE in the following sequence:

1. GOWN AND GLOVES

- Gown front and sleeves and the outside of gloves are contaminated!
- If your hands get contaminated during gown or glove removal, immediately wash your hands or use an alcohol-based hand sanitizer
- Grasp the gown in the front and pull away from your body so that the ties break, touching outside of gown only with gloved hands
- While removing the gown, fold or roll the gown inside-out into a bundle
- As you are removing the gown, peel off your gloves at the same time, only touching the inside of the gloves and gown with your bare hands. Place the gown and gloves into a waste container



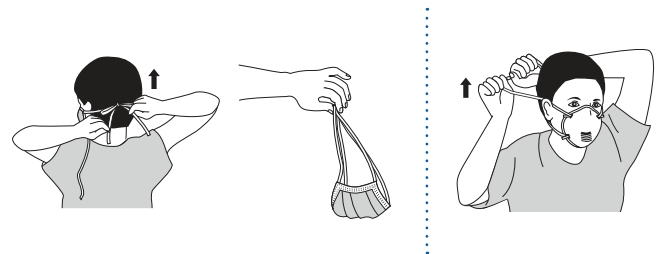
2. GOGGLES OR FACE SHIELD

- Outside of goggles or face shield are contaminated!
- If your hands get contaminated during goggle or face shield removal, immediately wash your hands or use an alcohol-based hand sanitizer
- Remove goggles or face shield from the back by lifting head band and without touching the front of the goggles or face shield
- If the item is reusable, place in designated receptacle for reprocessing. Otherwise, discard in a waste container

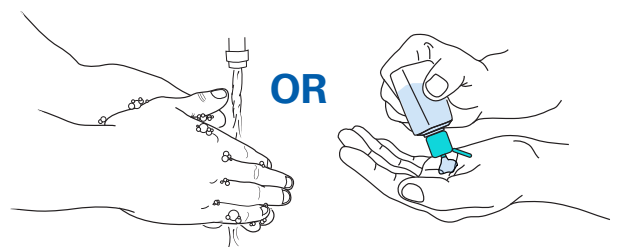


3. MASK OR RESPIRATOR

- Front of mask/respirator is contaminated — **DO NOT TOUCH!**
- If your hands get contaminated during mask/respirator removal, immediately wash your hands or use an alcohol-based hand sanitizer
- Grasp bottom ties or elastics of the mask/respirator, then the ones at the top, and remove without touching the front
- Discard in a waste container



4. WASH HANDS OR USE AN ALCOHOL-BASED HAND SANITIZER IMMEDIATELY AFTER REMOVING ALL PPE



PERFORM HAND HYGIENE BETWEEN STEPS IF HANDS BECOME CONTAMINATED AND IMMEDIATELY AFTER REMOVING ALL PPE



DPPCS TRANSPORT VEHICLE SANITATION GUIDELINES

It is the responsibility of the transporting officers to disinfect all Department cars, vans, and buses before and after every transport. Special attention should be paid to the surface areas of the vehicle; especially, if the vehicle is used for an outside medical/hospital trip. Any of the chemicals below can be utilized to disinfect the vehicles; however, be aware of the dwell time. The dwell time indicates the required time that the surface must remain damp for the chemical to be effective.

Chemical	Dwell Time
Correct Pac	10 minutes
Clorox mixture (10:1)	10 minutes

All vehicles shall be wiped down with the disinfectant and will remain damp during the dwell time. Any vehicle that is used for transport of medical patients with flu or flu like symptoms will be disinfected between trips (once the inmates are unloaded the vehicle will be disinfected and remain empty until after the dwell time). Inmate work details can be utilized to disinfect the vehicles when appropriate. Below are the specific instructions on how to disinfect the vehicles.

Vehicles with hard surface or non-porous or with semi-porous (imitation leather) surfaces:

Using the chemical of choice.

1. Using a properly labeled spray bottle, set the nozzle on a fine mist.
2. Lightly mist the rear seat or the seat that was occupied by the inmate.
3. When completed spray all rear surfaces of the front seat or the seat directly in front of the inmate.
4. Lightly mist the post or column and doors of the vehicle.
5. Repeat the same process for the staff member locations in the front of the vehicle.
6. Do not wipe the surfaces, unless using a disinfectant wipe.
7. REMEMBER THE DWELL TIME REQUIREMENTS FOR THE PRODUCT YOU ARE USING.
8. Commercial disinfectant wipes can be used on all surfaces.
9. Use hand and eye protection when performing these tasks.

Vehicles with porous seat coverings:

1. All tasks are the same as above with the exception of the cloth seats.
2. Mist the rear seat or the seat that was occupied by the inmate. Do not saturate the seat, the seat must remain damp or moist only for the allotted dwell time.
3. This is a best practice for cloth seats.
4. REMEMBER THE DWELL TIME REQUIREMENTS FOR THE PRODUCT YOU ARE USING.

Buses: Non porous or semi-porous (imitation leather) surfaces

1. Using a garden sprayer containing the chemical of choice, lightly mist all areas from the head area to the floor.
2. Ensure there is adequate ventilation on the bus when administering the solution.
3. Surface must remain damp for the duration of the dwell time; saturation of the areas is not necessary.
4. If ponding or puddling occurs, reduce the amount of product being used.
5. Do not spray electronic equipment. Any equipment of this type must be sanitized by hand using a solution on a disposable cloth or towel.
6. REMEMBER THE DWELL TIME REQUIREMENTS FOR THE PRODUCT YOU ARE USING.
7. Allow all surfaces to air dry.

Buses: Cloth Seats

1. All tasks are the same as above with the exception of the cloth seats.
2. Mist the rear seat or the seat that was occupied by the inmate. Do not saturate the seat, the seat must remain damp or moist only for the allotted dwell time.
3. This is a best practice for cloth seats.
4. REMEMBER THE DWELL TIME REQUIREMENTS FOR THE PRODUCT YOU ARE USING.